

4. Test every write-in position by selecting it at least once. Enter at least ten letters of the alphabet in the appropriate place. In the test, use all of the letters to make sure they function correctly. For offices with more than one person to be elected, test all of the write-in positions at the same time.

5. Attempt to overvote every office on the ballot.

6. For primary elections, verify that the voter may cast votes for the candidates of only one political party.

7. For general elections, test each straight party voting option separately from the tests listed in numbered paragraphs "1" through "5," above. Prepare a written plan to test the straight party voting option as follows:

- Assign a specific number of votes to each straight party option, such as one vote to the first straight party option, two votes to the second, and so on.
- For each straight party choice, select the straight party option, then, for each affected office, select the write-in option and write the name of the straight party choice being changed.
- Mark no other votes on this set of test ballots.

8. Print the results of the machine tabulation and compare the results with the written test plan. If there are differences, the cause of the discrepancy shall be determined. If the cause of the discrepancy cannot be determined and corrected, the program or equipment shall not be used at the election. Both the test plan and the results shall be available for inspection during the public test described in subrule 22.39(4) and shall be kept as part of the record of the election, as required by Iowa Code section 50.19.

9. Following the preelection test, the commissioner shall prepare the DRE for the public test.

b. The commissioner shall compile the results of all tests using the voting system's election reporting programs to demonstrate that the election reporting function will function correctly on election night and for the canvass of votes.

22.39(4) Public test. Every direct recording electronic voting machine that will be used in an election shall be tested publicly. If the voting system provides for both a test mode and an election mode, the public test shall be conducted with the voting machine in election mode. The commissioner shall provide notice to the chairpersons of the political parties and to the public as required by Iowa Code section 52.9. The test shall be done following a written plan, with one person operating the electronic voting machine and another person observing and verifying that the correct actions were taken. The tests shall be conducted as follows for each machine:

- a.* Before beginning the test, print a zero report.
- b.* Verify that each DRE voting machine has the correct ballot(s) for the election and for the precinct in which the DRE voting machine will be used.
- c.* Following a written plan, cast several ballots on the machine. Each candidate shall receive a different number of votes.
- d.* Compare the printed results with the written test plan.
- e.* The commissioner shall allow a reasonable amount of time for public participation. Members of the public, working with a person designated by the commissioner, may also provide a written test plan and test the operation of the DRE voting machines.
- f.* Following the test, print a zero totals report, and apply all required locks and seals and record the seal numbers on the appropriate documents.
- g.* Each person present at the test must sign a certificate of test, as required by Iowa Code section 52.9.

22.39(5) Electronic transmission. If the results will be transmitted electronically from the precincts on election night, the commissioner shall test each modem before election day by transmitting test results to the election reporting software. It is not necessary to perform this test at the polling places. However, before election day the commissioner should also determine the location and suitability of the telephone connections in polling places.

721—22.40(52) Public testing of lever voting machines. All lever voting machines shall be tested publicly before use at any election, as required by Iowa Code section 52.9.

22.40(1) The machine shall be inspected to determine that the machine has been prepared properly for the election at which it will be used. The following information shall be verified:

a. Each machine has the correct ballot labels or strips for the election and the precinct in which it will be used.

b. All ballot strips or labels are aligned with the correct levers or buttons.

c. All counters are set at zero before the beginning of the test.

22.40(2) The machine shall be tested to determine the following:

a. The lever or button to be used to cast votes for each candidate operates correctly.

b. The voter cannot cast votes for more candidates for any office than the number to be elected.

c. The voter may change any vote cast (except a write-in vote) before pressing the button or lever to record the voter's ballot.

d. All unassigned buttons or levers are locked out or will not operate to cast votes.

e. The machine records all votes cast and no others. A written tally of the test votes shall be prepared before the test. The results of the test voting shall be recorded. The results of the machine tabulation shall be printed and compared with the test plan. If there are differences, the cause of the discrepancy shall be determined. If the cause of the discrepancy cannot be determined and corrected, the program or equipment shall not be used at the election. Both the test plan and the results shall be kept as part of the record of the election, as required by Iowa Code section 50.19.

f. The voter may cast as many write-in votes for each office on the ballot as there are positions to be filled. The write-in mechanism works correctly.

g. For primary elections: The voter may cast votes for the candidates of only one political party.

h. For general elections: The straight party mechanism casts one vote for each candidate of the designated political party and casts no other votes. The voter may override a straight party vote by removing a vote cast for any candidate and then may vote for another candidate.

22.40(3) Following the test the machine shall be inspected to determine that:

a. All counters have been returned to zero.

b. All required locks or seals are in place.

c. The machine is ready for operation at the polls.

This rule is intended to implement Iowa Code chapter 52.

721—22.41(52) Preelection testing of optical scan systems. As a part of preparation for use for each election, the commissioner shall thoroughly test all automatic tabulating equipment (including equipment that will be used for counting absentee ballots) before it is tested publicly as required by Iowa Code sections 52.35 and 52.38 and rule 721—22.43(52). The process and results of the preelection testing shall be carefully documented and shall be available for inspection at the public test. Members of the public may observe preelection testing, but may not participate in it.

22.41(1) Each automatic tabulating device (including equipment that will be used for counting absentee ballots) shall be tested to determine the following:

a. The device and its programs will accurately tabulate votes for each candidate and question on the ballot.

b. Votes cast for more candidates for any office than the number to be elected will result in the rejection of all votes cast for that office on that ballot. Votes properly cast for other offices on the same ballot shall be counted.

c. The tabulating equipment records all votes cast and no others. A written tally of the test votes shall be prepared before the test. The results of the test voting shall be recorded. The results of the machine tabulation shall be printed and compared with the test plan. If there are differences, the cause of the discrepancy shall be determined. If the cause of the discrepancy cannot be determined and corrected, the program or equipment shall not be used in the election. Both the test plan and the results shall be kept as part of the record of the election, as required by Iowa Code section 50.19.

d. The voter may cast as many write-in votes for each office on the ballot as there are positions to be filled, and the write-in votes are reported correctly.

e. For primary elections, the tabulating equipment accurately records votes cast for all political parties.

f. For general elections:

(1) A ballot marked with only a straight party vote is recorded with one vote for each candidate of the designated political party, and no other votes are recorded for partisan offices;

(2) The voter may override a straight party vote by voting for any candidate not associated with that political party; and

(3) For offices to which more than one person will be elected, if a voter has chosen to override a straight party vote, only the candidates whose names are marked shall receive a vote.

22.41(2) Conducting the test.

a. The commissioner shall follow the process described in rule 721—22.42(52) for preparing test decks.

b. If, during the test, there are differences between the test plan and the results produced by the optical scan device, the cause of the discrepancy shall be determined. If the cause of the discrepancy cannot be determined and corrected, the faulty program or equipment shall not be used in the election.

c. The test decks, the preparer's tally, and the printed results of the test shall be kept with the records of the election and preserved as required by Iowa Code section 50.19.

This rule is intended to implement Iowa Code chapter 52.

721—22.42(52) Preparing test decks. The commissioner shall prepare test decks from all ballots printed for use in the election, including those for use at the polling places and for absentee balloting. Test ballots for optical scan voting equipment shall test the reporting of votes for every office and public measure on the ballot at the election. Each of the following test decks shall be prepared for every precinct and ballot style in the election. Commissioners may use additional test methods to supplement the process described in this rule.

22.42(1) Requirements for all test decks prepared by the commissioner and used in preelection and public testing.

a. The commissioner shall:

(1) Never erase errors and never use correction fluid or correction tape to cover errors. Replace the ballot instead.

(2) Fill in each oval completely using the recommended pen or pencil.

(3) Mark each ballot "Test Ballot" and label each ballot to indicate whether it is from the systematic test deck, the overvote and blank ballot test deck or the straight party test deck.

b. In counties where the AutoMARK VAT is used, the commissioner may prepare some test ballots using the AutoMARK VAT.

c. Hand-marked ballots that include folds, erasures, marginal or extra marks shall not be used in the test decks described in this rule. An additional set of test ballots may be prepared to test election-day conditions, particularly for folded absentee ballots.

22.42(2) Test method. The commissioner shall:

a. Prepare a test plan showing the planned number of votes, including undervotes and overvotes for each oval on the ballot. This plan includes ovals associated with candidates, write-in lines, judges and public measures and straight party voting. Follow the instructions in subrules 22.42(3) through 22.42(6) in preparing the test decks.

- b. Mark the test ballots according to the test plan.
- c. Print a zero totals report from the optical scan tabulator before inserting any ballots.
- d. Insert the ballots into the optical scan tabulator and print a report showing the number of votes recorded for all offices, questions and judges, including undervotes and overvotes.
- e. Compare the printed report with the test plan to ensure that the correct number of votes was counted for each oval.

f. If the commissioner finds errors, the commissioner shall identify and correct them. The commissioner shall repeat the testing process until the printed results from the tabulator match the test plan. If the commissioner cannot produce an errorless test, the equipment shall not be used in the election.

22.42(3) Systematic test deck. The commissioner shall use this deck to test each oval on the ballot. The commissioner shall determine a unique number of votes for each candidate in each office, such as one vote for each write-in oval for the office, two votes for the second candidate listed (or "NO" votes on public measures and judges), three votes for the third candidate, etc. It is not necessary to have a different number of votes for each write-in oval in offices for which the voter may select more than one candidate. However, the write-in oval shall have a different number of votes marked than any candidate for the office. The commissioner shall:

- a. On general election ballots, leave the straight party choice blank.
- b. For offices without candidates, mark all of the write-in ovals for that office.
- c. For offices in which the voter may vote for more than one candidate, vote for the maximum allowed on at least one ballot.
- d. On a ballot that contains at least one valid vote, overvote one other office or question.

22.42(4) System-specific testing requirements. Separate tests are prescribed for each certified voting system.

a. *Election Systems & Software—overvote and blank ballot test.* For an overvote and blank ballot test, the commissioner shall:

(1) Overvote all offices and questions (including judges) on one ballot, by marking one more vote than permitted. Do not mark the write-in ovals for any offices for which there are no candidates' names on the ballot.

(2) If the test is for ballots that will be used in a general election, mark two straight party votes on one ballot. Do not mark any other ovals. In the test plan, this ballot should be tallied to show that the straight party selection was overvoted, and to show undervotes for all other offices and questions on the ballot.

(3) When the overvoted ballots are rejected by the optical scan tabulator, override the rejection and include the ballot in the tally. Add to the manual tally the number of overvotes in this test. The tally for this part of the test deck will show no votes for any candidate.

(4) Insert a blank ballot. This is a very important test of the accuracy of ballot printing. Printing errors sometimes put readable marks in the voting target area.

(5) Orientation test. Mark the maximum number of choices for each office and question on one ballot.

Scan this ballot in each of the four possible orientations:

- Face up, head first.
- Face down, head first.
- Face up, feet first.
- Face down, feet first.

b. *Diebold Election Systems.*

(1) Blank and fully voted test. The commissioner shall use two ballots for this test.

1. Leave one ballot completely blank.
2. On the second ballot, mark every oval on both sides of the ballot.

3. Select “Test Blank Ballots” and insert the blank ballot in all four orientations:
 - Face up, head first.
 - Face down, head first.
 - Face up, feet first.
 - Face down, feet first.
 4. Select “Test Fully Voted Ballots” and insert the second ballot in each of the four orientations listed in numbered paragraph “3” above.
 5. Reinsert the blank ballot and the fully voted ballot and override the rejection feature.
- (2) Overvote. Overvote all offices and questions (including judges) on one ballot, by marking one more vote than permitted. Do not mark the write-in ovals for any offices for which there are no candidates’ names on the ballot.

22.42(5) *Straight party test for general elections.* For a straight party test, the commissioner shall:

- a. For each set of ballots:
 - (1) Mark straight party votes in a pattern, such as one vote for the first straight party choice, two votes for the second, and so on, and tally the expected results. Do not mark anything else on this group of ballots.
 - (2) On a second set of ballots containing as many ballots as there are straight party choices, mark the straight party option and, for each office affected by the straight party vote, mark the write-in oval, and tally the expected results.
 - (3) If the election includes an at-large county supervisor race with more than one person to be elected, mark a ballot with only a straight party vote and then vote for one candidate from the same political party as the straight party vote. Only this separately marked candidate should receive a vote.
- b. Compile the results of the straight party test deck.

22.42(6) *Combining test decks.* For preelection testing, the commissioner may tabulate the combined test decks after separately testing each one. For the public test, the commissioner may run only the combined test deck.

721—22.43(52) *Public testing of optical scan systems.* All automatic tabulating equipment (including equipment used to tabulate absentee ballots) shall be tested before use at any election, as required by Iowa Code sections 52.35 and 52.38.

22.43(1) The equipment shall be inspected to determine whether it has been prepared properly for the election at which it will be used. The following information shall be verified:

- a. The correct program cartridge or memory card is in place for the election and the precinct or precincts in which it will be used.
- b. The appropriate ballots are available for the test of each automatic tabulating device to be used in the election.
- c. All counters are set at zero before the test is begun.

22.43(2) Each automatic tabulating device shall be tested to determine that the device and its programs will accurately tabulate votes for each candidate and question on the ballot. For this test, the commissioner may combine the test decks created for each precinct during preelection testing, as required by rule 721—22.42(52).

22.43(3) Following the test, the tabulating equipment shall be inspected to determine that:

- a. All counters have been returned to zero.
- b. All required locks or seals are in place.
- c. The automatic tabulating equipment is ready for operation at the election.

The results tape from each scanner produced during the public test shall be signed by the person conducting the test and by any observers present at the test. The signers shall write their signatures at the end of the tape where it will be detached from the machine. The tape shall be torn or cut across the signatures, so that a portion of the signature is on the tape remaining on the tabulating device. The test results tape, including a part of the tester’s signature, shall be retained with the appropriate test deck for the period of time required by Iowa Code section 50.19.

22.43(4) Test deck submitted by observers. Any person who is present at the public test may mark ballots to be used to test the voting equipment. The following conditions apply:

- a. Not more than ten ballots may be submitted by any person.
- b. Only official ballots provided by the commissioner at the test shall be used. The commissioner shall provide sample ballots or photocopies of sample ballots to anyone upon request.
- c. The preparer shall provide a written tally of the test deck.
- d. The results of the machine tabulation shall be printed and compared with the preparer's tally. If there are differences, the cause of the discrepancy shall be determined. If the cause of the discrepancy cannot be determined and corrected, the program or equipment shall not be used at the election.
- e. The test decks, the preparer's tally, and the printed results of the test shall be kept with the records of the election and preserved as required by Iowa Code section 50.19.

721—22.44 to 22.49 Reserved.

721—22.50(52) Voting system security. Each county shall have a written security policy. The policy shall include detailed plans to protect the election equipment and data from unauthorized access. The policy shall describe the methods to be used to preserve the integrity of the election and to document the election process.

22.50(1) Staff access. The security policy shall describe who shall have access to the voting equipment.

22.50(2) Computers. For security purposes, computers used in the commissioner's office to prepare ballots and voting equipment programs or to compile and report election results should not be used for any other function and should not be linked to any computer network or to the Internet.

a. If the election computers are linked to a network or to the Internet, the commissioner shall use a firewall to filter network traffic. Data transmissions over the Internet shall be encrypted and password-protected. Information posted to a Web site shall not be considered transmission of data over the Internet.

b. Access shall be limited to persons specified by the commissioner in the written security policy. The level of access shall be included in a written security policy.

(1) Uniqueness. Every ID and password shall be unique. The creation of generic or shared user IDs is specifically prohibited. Each user shall have exactly one user ID and password, except where job requirements necessitate the creation of multiple IDs to access different business functions.

(2) Authority. Each user shall be granted only the level of access specifically required by the user's job. Use of "Administrator," "Super User," "Security Administrator," or "SA" levels of authority shall be severely restricted.

(3) Generic user IDs. Staff members with generic user IDs are not allowed to sign on to voting systems.

(4) Password standards.

Account Policy	Recommended Setting
Maximum Password Age	90 days
Minimum Password Age	2 days
Minimum Password Length	8 characters
Enforced Password History	6 passwords (last 6 cannot be used)
Account Lockout (number of unsuccessful log-on attempts)	3 bad attempts
Account Lockout Duration	6 hours
Reset Account Lockout Counter After	6 hours

22.50(3) Evacuation. If it is necessary to evacuate the election office, a satellite absentee voting station or a polling place, the precinct election staff or the election officials shall immediately attempt to notify the commissioner and take the following actions:

a. Keep people safe. The officials shall make sure that all voters and other persons are safely out of the polling place.

b. Protect critical election documents and materials. After the safety of the voters and others has been secured, the officials shall remove or secure the following:

- (1) The ballot box or electronic voting device containing voted ballots.
- (2) The keys to the voting equipment and any memory cards, cartridges or other data storage devices containing the election information.
- (3) All unvoted ballots.
- (4) The precinct election register.
- (5) Signed declarations of eligibility.
- (6) The tabulating device.

721—22.51(52) Memory cards. A memory card is a small, removable device containing data files of the election definition programmed for use in voting equipment for each election. For all voting equipment, the following security measures are required:

22.51(1) Serial number. Each memory card shall have a serial number printed on a readily visible permanent label. The label shall include the name of the county.

22.51(2) Inventory. Memory cards owned by the county and retained in the custody of the county commissioner shall be maintained under perpetual inventory, with a record of inventory activity. The commissioner shall maintain a similar record of relevant actions if the memory cards are acquired from a vendor for each election. The record of inventory activity shall reflect:

- a.* The date each memory card was acquired;
- b.* Each use of each memory card in an election;
- c.* Each maintenance activity to a memory card, such as changing the battery;
- d.* Any problems or errors detected while using the memory card during its life;
- e.* Records of the disposal of any memory cards at the end of their useful life or upon return to the vendor for maintenance or warranty claims.

22.51(3) Custody.

a. In counties where the commissioner has the necessary software and equipment to program the memory cards locally, the commissioner shall maintain a memory card log for each election as required in subrule 22.51(4) during the period when the memory cards are removed from storage, prepared for an election, and until they are sealed into a voting device. Only county employees and precinct election officials, as applicable, authorized by the county's security policy shall be permitted to handle the memory cards. No one individual should be alone with the unsecured memory cards at any time. If a person who is not authorized by the security policy to have access to the memory cards transports them to another location, such as a warehouse, the memory cards shall be enclosed in a transport container with a tamper-evident seal.

b. In counties where the commissioner purchases programming services from a vendor, the memory cards shall be shipped to and from the vendor by a shipping service that employs tracking numbers. The memory cards shall be enclosed in a package sealed with a numbered, tamper-evident seal. Programmed memory cards shall be shipped in a package sealed with a numbered, tamper-evident seal from the vendor to the commissioner. If the seal is not intact upon arrival, the commissioner shall immediately contact the vendor for replacement cards. Only county employees authorized by the county's security policy (and precinct election officials, as applicable) shall be permitted to handle the memory cards. No one individual should be alone with the unsecured memory cards at any time.

Form B (cont'd)

Memory Card Shipping Record for _____ County

Shipped for programming:

Record each card number before packing to ship, and check out each card number on the chain of custody record. Enclose a photocopy of the Memory Card Record with the cards.

Shipped by: _____ Date: ___/___/___ Time: ___:___ a.m./p.m.
Print name Signature

Shipped to: _____ Shipped via: _____
Tracking number: _____

Instructions to vendor:

Check in each card number on the enclosed chain of custody record when unpacking cards.

By: _____ Date: ___/___/___ Time: ___:___ a.m./p.m.
Print name Signature

- If memory cards are removed from this inventory for any reason, make a notation of which card(s) on the Memory Card Record.
- Replacement card(s) if issued should be added to the bottom of the Memory Card Record as a new card. A serial number will be assigned later by the receiving county.

Shipped via: _____ Date: _____ Tracking number: _____

Received by County Election Department on Date: ___/___/___

Was the package sealed? _____ Was the seal intact? _____ Notes: _____

Keep the memory cards in secure storage after they are received and until they are installed in the voting equipment.

22.51(5) Preparation and installation. When memory cards are installed, they shall be sealed immediately into the machine using a numbered, tamper-evident seal. Appropriate log entries shall be completed.

22.51(6) Replacing seals or memory cards. If a seal is accidentally broken or a memory card is replaced for any reason, the issuance of a new seal and the entry into the log shall be witnessed by more than one person. The facts of the incident and the names of the individuals who detected and resolved it shall be recorded.

22.51(7) Opening the polls. Immediately before the polls open on election day, the precinct election officials shall turn on the voting equipment and print the report showing that all counters are set at zero.

22.51(8) Verification log. The commissioner shall provide to each precinct a precinct verification log with the ballot record and receipt. The verification log shall provide places for precinct election officials to record or check the following information before the polls open and again before leaving the polling place at the end of the day:

- a. Seal numbers from the voting equipment;
- b. Keys provided for the voting equipment; and
- c. Condition of seals on ballot containers.

22.51(9) Election day.

a. Before the polls are opened, the precinct election officials shall verify the required information in the verification log and sign the log.

b. After the polls are closed, the precinct election officials shall verify the required information in the verification log and sign the log before leaving the polling place.

c. If the precinct election officials remove the memory cards from the voting equipment, the officials shall first print the results report from the voting equipment.

22.51(10) Return of memory cards. If the precinct election officials remove the memory cards from the voting equipment on election night, they shall return to the commissioner the memory cards and the seals used to secure them in a sealed envelope or other container. All officials of the precinct shall witness the statement on the envelope or other container. The label on the envelope or other container shall be in substantially the following form:

Memory Cards

Election Date: _____

Precinct: _____

This envelope contains Memory Cards and memory card access seals from this precinct.

Machine Number	Memory Card #	Memory Card Seal #

Signatures of all precinct election officials:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

22.51(11) Storage. If the memory cards are returned inside the voting equipment to the commissioner, the machine serial numbers and the seal numbers shall be verified against the verification log described in subrule 22.51(8). The memory card audit log shall be printed before the memory cards are removed. When the memory cards are removed, their serial numbers shall also be verified against the verification log. The memory card audit log shall be retained for the time period required by Iowa Code section 50.19.

22.51(12) Results verified. Before the conclusion of the canvass of votes, the individual results reports from the precincts, as signed by the precinct election officials at the polls on election night, shall be compared to the election results compiled for the canvass (either manually or electronically) to verify that transmitted and accumulated totals match the results witnessed by the election officials. Any discrepancies in these totals shall be reconciled before the supervisors conclude the canvass.

22.51(13) Retention of programmed memory cards. The election information on all memory cards used for an election shall be retained on the memory cards until after the time to file requests for recounts and election contests has passed. If a contest is pending, the memory cards shall be retained until the contest is resolved. Before the memory cards are permanently erased, the commissioner shall print the memory card audit log from each card.

22.51(14) Retention of program information. The commissioner shall retain all instructions and other written records of the process for programming the memory cards and the memory card audit logs for the period required by Iowa Code section 50.19. The contents of memory cards and other electronic records of the election process shall be collected and retained in an electronic or other medium and stored with the other election records for the time period required by Iowa Code section 50.19.

721—22.52(52) Voting equipment malfunction at the polls. The precinct election officials shall immediately cease using any malfunctioning voting equipment and report the problem to the commissioner. Only a person who is authorized in writing by the commissioner to do so shall be permitted to attempt to repair malfunctioning voting equipment. The person shall show identification to the precinct election official. The commissioner shall keep a written record of all known malfunctions and their resolution. The precinct election officials shall return the voting equipment to service only if the malfunction is corrected.

22.52(1) Routine resolution. Some problems may be easily resolved by following simple instructions. If the commissioner and the precinct election officials are able to resolve a problem without replacing the equipment, the officials shall document the problem, the time it occurred, how it was resolved, and by whom.

22.52(2) Repair or replacement. Repairs to voting equipment at the polls on election day shall be limited. If the problem cannot be easily resolved, a person who is authorized to do so by the commissioner shall replace the equipment as soon as possible. Two election officials, one from each political party, shall witness repair or replacement of any voting equipment, including memory cards. The authorized person making the repair or replacement and the two election officials shall sign a report of the incident.

721—22.53 to 22.99 Reserved.

OPTICAL SCAN VOTING SYSTEMS

721—22.100(52) Special paper ballots, portable vote tallying systems, and central count systems. The board of supervisors of any county may authorize, purchase and order the use of special paper ballots and a portable vote tallying system for voting at any or all of the polling places or for absentee voting within a county at any election. The supervisors may also authorize the use of special paper ballots in conjunction with a central count system.

721—22.101(52) Definitions. The definitions established by this rule shall apply whenever the terms defined appear in relation to a portable vote tallying system used with the type of ballot defined in this rule.

“Ballot” means the official document that includes all of the offices or public measures to be voted upon at a single election, whether they appear on one or more special paper ballots.

“Central count system” means a system employing special paper ballots under which votes are cast by voters marking special paper ballots with a vote marking device and are counted by use of automatic tabulating equipment at a counting center pursuant to Iowa Code section 52.37.

“*Optical scan ballot*” means a special paper ballot.

“*Optical scan voting system*” means a tabulating device that reads ballots by detecting voters’ marks using reflected or absorbed light. An optical scan voting system may be used to count ballots either at the polling place (precinct count) or at a counting center (central count). Optical scan ballots are special paper ballots designed for use with an optical scan voting system.

“*Overvote*” means to vote for more than the permitted number of choices for any office or question on a ballot.

“*Portable vote tallying system*” means a system employing special paper ballots under which votes are cast by voters marking special paper ballots with a vote marking device and are counted by use of automatic tabulating equipment located in the precinct polling place.

“*Secrecy envelope*” means a reusable envelope of sufficient construction that when the special paper ballot is inserted in it all portions indicating voting marks are hidden from view.

“*Special paper ballot*” means a printed ballot designed to be marked by a voter with a vote marking device.

“*Tabulating device*” means the portable apparatus which removes the special paper ballot from the secrecy envelope, examines and counts the votes recorded on the special paper ballot, and produces a paper printout of the results of the voting.

“*Ticket*” means each list of candidates nominated by a political party or group of petitioners.

“*Undervote*” means to vote for fewer than the permitted number of choices for any office or question on a ballot.

“*Voting system*” means the total combination of mechanical, electromechanical or electronic equipment (including the software, firmware and documentation required to program, control and support the equipment that is used to define ballots, to cast and count votes, to report or display election results and to maintain and produce any audit trail information). “Voting system” also includes the practices and associated documentation used to identify system components and versions of such components, to test the system during its development and maintenance, to maintain records of system errors and defects, to determine specific system changes to be made to a system after the initial qualification of the system and to make available any materials to the voter such as notices, instructions, forms or paper ballots. (See Section 301(b) of HAVA.)

“*Voting target*” means the space on a special paper ballot which the voter marks to cast a vote for a candidate, judge or question. This target shall be printed according to the requirements of the voting system to be used to read the ballots.

721—22.102(52) Special paper ballots. The special paper ballots shall be printed pursuant to Iowa Code chapters 43 and 49 and by any relevant provisions of any statutes which specify the form of ballots for special elections, so far as possible within the constraints of the physical characteristics of the system.

22.102(1) The special paper ballots may be printed on both sides of a sheet of paper. If both sides are used, the words “TURN THE BALLOT OVER” shall be clearly printed in at least 24-point type (1/4” high) on the front and the back of the special paper ballot, at the bottom.

22.102(2) Printed at the top of the front side of the special paper ballot shall be the name and date of the election; the words, “Official Ballot”; a designation of the ballot rotation, if any; and a facsimile of the commissioner’s signature.

22.102(3) The voting target shall be printed opposite each candidate’s name and write-in line on the special paper ballot, and opposite the “yes” and “no” for each public measure and judge. Wherever possible, the voting target shall be printed on the left side of the name or “yes” and “no”. The voting target shall be an oval unless the voting system requires a target with a different shape.

22.102(4) For partisan primary elections, the names of candidates representing each political party shall be printed on separate special paper ballots. The ballots shall be uniform in quality, texture and size. The name of the political party shall be printed in at least 24-point type (1/4" high) at the top of the ballot.

22.102(5) There shall be printed on the ballot a line to accommodate the initials of the precinct election official who endorses the ballot as provided in Iowa Code sections 43.36 and 49.82.

22.102(6) It is not necessary for public measures to be printed on colored paper.

22.102(7) Ballots shall be coded as necessary to allow the tabulation program to identify the appropriate ballots for the precinct. Ballots shall be coded so the tabulating device can identify by precinct the votes cast for each office and question on the ballot by precinct. The votes from the absentee and special voters precinct shall be reported as a single precinct. Identical ballots shall not be coded to identify groups of voters within a precinct.

22.102(8) No office, including a judicial office, or public measure on any ballot shall be divided to appear in more than one column or on more than one page of a ballot. If the full text of a public measure will not fit on a single column of the ballot, the commissioner shall prepare a summary for the ballot and post the full text in the voting booth as required by Iowa Code section 52.25.

22.102(9) Ballots shall be stored in a locked room or storage area. Access to the storage area shall be restricted to those persons identified in the election security plan. Throughout the election process, the commissioner shall keep accurate records of the number of each type of ballot or ballot style printed for the election. This record shall include the number of ballots:

- a. Ordered from the printer.
- b. Printed and delivered by the printer to the commissioner. The commissioner may store sealed, unopened packages of ballots without verifying the number of ballots in the package.
- c. Used for testing as required by Iowa Code sections 52.9 and 52.35 and rule 721—22.41(52).
- d. Held in reserve for emergencies as required by Iowa Code section 49.66.
- e. Delivered to and returned from the polling places as required by Iowa Code sections 49.65 and 50.10.
- f. Used for absentee voting, including any spoiled ballots.
- g. Issued as sample ballots to the public as permitted by Iowa Code section 43.30.
- h. Photocopied ballots used pursuant to Iowa Code section 49.67.
- i. Printed by the commissioner using any voting system program, such as Election Systems & Software's Ballot on Demand program.

721—22.103 to 22.199 Reserved.

PRECINCT COUNT SYSTEMS

721—22.200(52) Security.

22.200(1) At least one tabulating device shall be provided at each precinct polling place for an election. If the tabulating device is delivered to the polling place before election day, it shall be secured against tampering or kept in a locked room.

22.200(2) The maintenance key or keys used to gain access to the internal parts of the tabulating device shall be kept in a secure place and in a secure manner, in the custody of the commissioner. On election day, the key used to obtain the paper printout shall be kept by the chairperson of the precinct election officials in a secure manner. Small electronic devices, such as memory cards, cartridges or other data storage devices used to activate tabulation equipment or to store election information, shall be in the custody of the precinct chairperson when the devices are not installed on the voting equipment.

22.200(3) If a password is needed for precinct election officials to have routine access to the tabulating device during election day, the password shall be changed for every election. The commissioner shall restrict access to the password in the written security policy.

721—22.201(52) Programming and testing the tabulating devices for precinct count systems.

22.201(1) All programming of tabulating devices shall be performed under the supervision of the commissioner. The devices shall be programmed to ensure that all votes will be counted in accordance with the laws of Iowa. Tabulating devices shall be programmed to return to the voter any ballots:

- a. That are not coded to be used in the precinct.
- b. That are read as blank.
- c. That have one or more overvoted offices or public measures.

22.201(2) Rescinded IAB 10/25/06, effective 10/4/06.

721—22.202 to 22.220 Reserved.

721—22.221(52) Sample ballots and instructions to voters. Sample special paper ballots and printed instructions for casting votes on special paper ballots shall be prominently displayed in each polling place. Instructions shall also be displayed inside each voting booth. Each special paper ballot shall also include an example of the method of marking the ballot recommended by the manufacturer of the tabulating device. Further instructions shall be provided to any voter who requests assistance in accordance with Iowa Code section 49.90.

721—22.222 to 22.230 Reserved.

721—22.231(52) Emergency ballot box or bin. Each precinct shall be furnished with an emergency ballot box or bin that is suitably equipped with a lock and key or numbered, tamperproof seal. In the event of power failure or malfunction of the tabulating device, voted ballots shall be deposited in the locked or sealed emergency ballot box or bin. A precinct election official shall put the ballot into the emergency ballot box or bin for the voter. The voted ballots so deposited may be removed from the locked emergency ballot box or bin and tabulated before the polls close whenever a properly functioning tabulating device becomes available, or the voted ballots so deposited may be removed and counted electronically or manually immediately after the polls are closed. If the ballots are counted manually, the precinct election officials shall follow the requirements of 721—Chapter 26.

721—22.232(52) Manner of voting. After the precinct election official has endorsed a ballot, the official shall instruct the voter to use only the marker provided. The ballot shall be inserted in a secrecy folder and given to the person who is entitled to receive the ballot in accordance with the provisions of Iowa Code section 49.77.

22.232(1) The precinct officials shall provide each voter with a secrecy folder. The commissioner may print basic ballot marking instructions on the secrecy folder. It is not necessary to print information on secrecy folders that will limit the usefulness of the secrecy folder to one or more elections or election types. Upon receipt of the ballot in the secrecy folder, the voter shall retire alone to a voting booth and without delay mark the ballot.

22.232(2) The voter shall vote upon the ballot by marking the appropriate voting target with an appropriate pen or pencil in the manner described in the instructions printed on the ballot.

When a write-in vote has been cast, the ballot must also be marked in the corresponding voting target in order to be counted.

22.232(3) After marking the ballot, the voter shall replace it in the secrecy folder and leave the voting booth at once.

22.232(4) The voter shall at once deposit the ballot, still enclosed in the secrecy folder, in the tabulating device so that the ballot is automatically removed from the secrecy folder, the votes tabulated, and the ballot deposited in the ballot box.

22.232(5) If the tabulating device is equipped with a mechanism that will not permit more than one ballot to be inserted at one time, the voter may insert the ballot into the tabulating device. If the tabulating device cannot detect and reject multiple ballots, the voter shall be required to hand the ballot in the secrecy folder to the precinct election official without revealing any of the marks on the ballot. The precinct election official shall at once deposit the ballot in the manner described in subrule 22.232(4).

22.232(6) If the tabulating device returns a ballot, the precinct official attending the device shall ask the voter to wait. Without examining the ballot, the official shall enclose the returned ballot in a secrecy folder. If necessary, the official shall read to the voter the information provided by the device about the reason the ballot was returned. The official shall offer the voter the opportunity to correct the ballot. The precinct official shall mark the returned ballot “spoiled” and shall also tear or mark the ballot so that the tabulating device cannot count it. The voter may use the spoiled ballot as a guide for marking the corrected ballot. After the voter has marked the corrected ballot, the precinct officials shall collect the spoiled ballot and keep it with other spoiled ballots.

22.232(7) If the voter who cast the returned ballot is not available, or declines to correct the ballot, the precinct official shall not mark the ballot “spoiled.” Either the voter or the official shall reset the tabulating device to accept the ballot. The voter, or the official if the voter has gone, shall insert the ballot into the precinct counter without further examination.

721—22.233 to 22.239 Reserved.

721—22.240(52) Results. After the polls are closed and the tabulating device has processed all of the ballots, including any ballots from the emergency ballot box or bin, the precinct election officials shall:

22.240(1) Unlock the tabulating device and obtain a paper printout showing the votes cast for each candidate and public measure.

22.240(2) Fasten the paper printout to the official tally sheet.

22.240(3) Unlock or remove the seal on the ballot box or bin containing ballots with write-in votes and open it. The precinct officials shall remove the ballots and manually count the write-in votes as required by 721—Chapter 26. The officials shall record the write-in votes in the tally list. A single tally list is sufficient for use when tabulating write-in votes.

22.240(4) Seal all ballots in a transfer case to be returned to the commissioner in accordance with Iowa Code section 50.12.

22.240(5) It is not necessary for the precinct officials to separate primary election ballots by political party.

721—22.241(52) Electronic transmission of election results. If the equipment includes a modem for the electronic transmission of election results, the precinct officials may transmit the results after a printed copy has been made. If the voting system includes a data card, cartridge or other small device that contains an electronic copy of the election results, the precinct chairperson shall secure the device and ensure its safe delivery to the commissioner.

721—22.242 to 22.249 Reserved.

721—22.250(52) Absentee voting instructions. Printed instructions shall be included with the ballot or ballots given to or mailed to each absentee voter. Written instructions to the voter shall be sent with every absentee ballot. For federal elections, the commissioner shall use only the instructions provided by the state commissioner.

721—22.251(52) Absentee voting instructions. Rescinded IAB 11/23/05, effective 12/28/05.

721—22.252 to 22.259 Reserved.

721—22.260(52) Specific precinct count systems. Additional rules are provided for the following systems approved for use in Iowa. Rule 721—22.261(52) applies only to the voting system indicated and is in addition to the general provisions set forth in rules 22.200(52) through 22.250(52).

721—22.261(52) Election Systems & Software Model 100—preparation and use in elections.

22.261(1) Security. The commissioner shall have a written security plan for the voting system. Access to equipment, programs and passwords shall be limited to those persons authorized in writing by the commissioner. The security plan shall be reviewed at least annually.

- a. Passwords used at the polling places on election day shall be changed for each election.
- b. The control key for the Model 100 shall be in the possession of the precinct chairperson during election day.

22.261(2) Configuration choices. The following selections are mandatory for all elections:

a. Maximum number of votes. The following description for each office shall be used: "Vote for no more than xx." Do not include "vote for" language for public measures or judges.

b. Ballot format. The voting target shall be printed on the left side of the candidate's name and on the left side of each "yes" and "no" choice for public measures and judges. The voting target shape shall be an oval.

c. Ballot control. In an official election, the commissioner shall never program the Model 100 for unconditional acceptance of all ballots; shall not divert blank ballots to the write-in bin; and shall always accept undervoted ballots. The system shall be programmed to query the voter in each of the following situations:

- (1) Overvoted ballot.
- (2) Blank ballot.
- (3) Unreadable ballot.

d. Unit control. The commissioner shall not select automatic transmission of election results by modem. The precinct officials must print the official results at the polling place before transmitting them.

e. Reports. The following are required reports:

- (1) Opening the polls. Print the Zero Certification report.
- (2) Closing the polls. Print the poll report before transmitting the election results by modem. The poll report is the official record of the votes cast in the precinct on election day.
- (3) Certification text to appear at the end of the poll report:

We, the undersigned Precinct Election Officials of this precinct, hereby attest that this tape shows the results of all ballots cast and counted by the M100 Optical Scan tabulation device at this election. This is [not] the complete record of the ballots in the precinct. [Another set of results from the iVotronic direct recording electronic voting machine device must be added to these results for the complete results of this precinct.]

[print lines for each of the officials to sign]

Precinct Election Officials Date: _____ Time: _____

f. Reopen polls. The commissioner shall enable this option, but protect it against unauthorized use. If it is necessary to reopen the polls, the chairperson of the precinct board shall contact the commissioner for the password.

g. The commissioner shall not authorize automatic transmission of the election results immediately after closing the polls. The results shall be printed first.

22.261(3) Ballot printing. The voting target shall be an oval printed on the left side of the candidate's name and the "yes" and "no" choices for judges and public measures.

a. Format. The office title, instructions about the maximum number of choices the voter can make for the office, the candidate names and all write-in lines associated with each office on the ballot shall be printed in a single column on the same side of the ballot. All text and the "yes" and "no" choices for each public measure and for each individual judge on a ballot shall be printed in a single column on the same side of the ballot. No office or public measure or judicial office on any ballot shall be divided to appear in more than one column or on more than one page of a ballot.

b. Instructions for voters. The following instructions shall be printed on ballots:

(1) Voting mark. To vote, fill in the oval next to your choice.



CANDIDATE NAME



CANDIDATE NAME

(2) Straight party voting. To vote for all candidates from a single party, fill in the oval in front of the party name. Not all parties have nominated candidates for all offices. Marking a straight party vote does not include votes for nonpartisan offices, judges or questions.

(3) Public measures.

Notice to voters. To vote to approve any question on this ballot, fill in the oval in front of the word "Yes". To vote against a question, fill in the oval in front of the word "No".

22.261(4) System error messages. Precinct election officials shall be provided with the following list of system error messages and the appropriate responses. The officials shall be instructed to contact the commissioner or the commissioner's designee for all other messages.

Overvoted ballot returned. Ask voter to reinsert ballot. If the ballot is returned again, do not look at the voter's ballot. Put it in a secrecy folder. Tell the voter that for one or more offices the scanner read more votes than the maximum number of votes allowed. To correct the error, the voter must mark a new ballot and may copy votes from the original ballot. Only if the voter agrees to mark a new ballot, write "spoiled" on the original ballot and tear off one corner to prevent it from being accepted by the scanner. Advise the voter to return to the booth and mark the new ballot. Be sure to collect the spoiled ballot before the voter leaves.

Overvoted ballot accepted. This message will appear when the scanner accepts an overvoted ballot.

Unidentified mark—check your ballot. One or more marks on the ballot are not dark enough to be seen as a vote. Do not look at the voter's ballot. Put it in a secrecy folder and return the ballot to the voter. Ask the voter to review the ballot and to darken the marks. Then the voter may put the ballot back into the scanner.

If any of the following messages appear more than twice for the same ballot, call the auditor's office to report the problem:

100—MISSED ORIENTATION MARKS/Turn Ballot Over and Try Again.

101—MISSED TIMING MARKS/Turn Ballot Over and Try Again.

102—NO DATA FOUND/Please Reinsert Ballot After Beeps.

104—ORIENTATION SKIP ERROR.

106—MISSED TIMING MARKS/Turn Ballot Over and Try Again.

If any of the following messages appear, ask the voter to remove the ballot and reinsert it. If the same message appears more than twice for the same ballot, call the auditor's office to report the problem.

107—BALLOT ERROR: INVALID CC SEQUENCE.

108—BALLOT ERROR: INVALID CC TYPE.

109—BALLOT ERROR: INVALID CC SPLIT.

115—MISSED BACK ORIENTATION MARK/Turn Ballot Over and Try Again.

119—MULTIPLE BALLOTS DETECTED/Please Reinsert Ballot After Beeps. Did the voter actually try to put an extra ballot in? Is the ballot folded?

123—UNABLE TO READ TIMING BAND/Turn Ballot Over and Try Again.

124—BALLOT DRAGGED/Turn Ballot Over and Try Again.

126—BLACK CHECK: FACE DOWN HEAD EDGE/Turn Ballot Over and Try Again.

127—BLACK CHECK: FACE DOWN TAIL EDGE/Turn Ballot Over and Try Again.

128—BLACK CHECK: FACE UP HEAD EDGE/Turn Ballot Over and Try Again.

129—BLACK CHECK: FACE UP TAIL EDGE/Turn Ballot Over and Try Again.

130—POSSIBLE FOLDED BALLOT/Turn Ballot Over and Try Again.

22.261(5) Preelection testing. The voting equipment shall be tested as part of the preparation for each election.

a. Test decks generated by the Ballot on Demand test deck program are not sufficient. These decks do not include tests for straight party voting or handling overvotes.

b. Ballots of every ballot style printed for the election shall be tested to ensure that they are correctly printed and can be read by the scanner.

c. Each Model 100 shall be tested publicly before use in any election following the requirements of rules 22.41(52) and 22.42(52).

22.261(6) Record retention. The Model 100 uses a thermal printer. The maximum anticipated life span of the results from each Model 100 is only five years. In order to preserve the permanent record of the precinct results required by Iowa Code section 50.19, the commissioner shall print a copy of the results of each precinct on permanent paper and store these copies with the tally lists from precincts where the Model 100 was used.

22.261(7) Using iVotronic and Model 100 in the same polling place. The officials shall print the vote totals from each machine after all ballots have been entered. The results from the two devices shall be added together at the polls on election night. The officials shall put each tape in the tally list. The officials may send the results from each device separately if the commissioner has authorized electronic transmission of the results.

22.261(8) to 22.261(19) Reserved.

22.261(20) AutoMARK Voter Assist Terminal (VAT). AutoMARK VAT is an electronic vote-marking device certified for use only with the Election Systems & Software Unity 2.5 voting system, including the M100 precinct count optical scanner and the Model 650 central count optical scanner. It shall not be used with any other version of an Election Systems & Software voting system or with any another voting system.

a. Acceptance testing. Upon receipt of the equipment from the vendor, the commissioner shall subject each AutoMARK VAT to a thorough acceptance test. The test shall be in addition to any testing provided by the vendor and shall include a demonstration of all functionalities of the device.

b. Audio ballot preparation. Each candidate shall have the opportunity to provide a record of the proper pronunciation of the candidate's name. The same voice shall be used for the entire ballot including instructions, office titles, candidate names and the full text of all public measures.

c. Preelection testing. Each AutoMARK VAT shall be tested thoroughly before each election in which it will be used. The commissioner may use the AutoMARK VAT to prepare some ballots for test decks required by 721—22.42(52). In addition, the commissioner shall:

(1) Perform the test ballot print, then review the ballot to be sure that all ovals are darkened and the appropriate names are printed on each line.

(2) Calibrate the touchscreen.

(3) Test all functions and select, then deselect each voting position in each race.

(4) Verify that overvote and undervote functions are programmed correctly.

(5) Test the write-in function for each office on one ballot, and test all of the letters in the alphabet.

(6) Using the audio ballot function, use each function to mark one ballot.

(7) Tabulate the marked ballots from this test on the appropriate Model 100 or Model 650.

(8) Ensure that the AutoMARK VAT is available for demonstration at public tests.

d. Compact flash memory cartridge or memory card. The compact flash memory cartridge is programmed for each election and holds the offices, candidates and other information necessary to provide the correct ballot for each voter who will be using the AutoMARK VAT. The compact flash memory cartridge shall be installed before the AutoMARK VAT is locked, sealed and shipped to the polling place for election day. In addition to locking the memory cartridge access door, the commissioner shall seal the door with a numbered seal, record the seal number, and provide the number to the precinct election officials as required by 721—22.51(52). Between delivery to the polling place and the time the precinct officials arrive, the AutoMARK VAT shall be stored securely to prevent tampering. On election day, the precinct election officials shall inspect the seal and verify that the original numbered seal is present and undamaged. The commissioner shall not provide the election officials with keys to the memory cartridge access door.

e. Print cartridge. For primary and general elections, the commissioner shall install a new print cartridge in each AutoMARK VAT. For all other elections, the commissioner shall determine whether a previously used cartridge has been in storage longer than the manufacturer's recommendation and that the cartridge contains enough ink to last all day. The commissioner shall consider the number of votes that may be cast on each ballot, the number of registered voters in each precinct where the AutoMARK VAT will be used, and the anticipated voter turnout for that precinct. The compartment containing the print cartridge shall be sealed following installation of the print cartridge. The precinct election officials shall be provided with the seal number and shall verify on election morning that the seal is present and undamaged.

f. Calibration testing. The commissioner shall provide for printer and screen calibration to be tested after delivery of the AutoMARK VAT to the polling place. The delivery staff shall complete the test before the polls open on election day. The delivery staff shall keep a log for each AutoMARK VAT and record the machine serial number, the precinct name or number, date and time of the test, the name of the person performing the test and the lifetime printer counter number at the completion of the test. The ballot to be used in the calibration test shall be provided to the tester. It shall be labeled with the precinct name and election date. The completed calibration test ballot shall be returned to the commissioner and kept with the election records.

g. AutoMARK VAT keys. The mode switch key is used to turn on the AutoMARK VAT and to enable the device for voting. Each key for the AutoMARK VAT shall be labeled. Possession of the keys shall be restricted to precinct election officials and authorized members of the commissioner's staff. Possession of the keys shall be monitored. The precinct election official shall sign a receipt when the official receives the key. The commissioner shall sign a receipt when the official returns the key. The receipts shall be kept with the official records of the election. The commissioner shall maintain a log of the keys in the possession of the commissioner's staff members.

h. Table. The table used to support the AutoMARK VAT shall meet the following requirements: The table shall be sturdy enough to hold the 40-pound AutoMARK VAT safely without wobbling. Knee clearance shall be at least 27 in (685 mm) high, 30 in (760 mm) wide, and 26 in (660 mm) deep. The top of the table shall be from 28 in to 34 in (710 mm to 865 mm) above the floor.

i. Privacy shield. The commissioner shall provide each AutoMARK VAT with a privacy shield to protect the secrecy of each voter's ballot. The commissioner shall instruct the precinct election officials to position the AutoMARK VAT to provide maximum access for voters (especially voters who use wheelchairs), as well as privacy.

j. If a voter or precinct election official discovers that a voter has left the AutoMARK VAT without printing the voter's ballot, the two election officials designated to assist voters shall print the ballot without reviewing the ballot or making any changes, enclose the ballot in a secrecy folder and immediately deposit the ballot in the ballot reader.

721—22.262(52) Diebold Election Systems' AccuVote-OS precinct count device.

22.262(1) Security. The commissioner shall have a written security plan for the voting system. Access to voting equipment, programs and passwords shall be limited to those persons authorized in writing by the commissioner. The security plan shall be reviewed at least annually.

a. Passwords used at polling places shall be changed for each election.

b. For each election, the precinct chairperson shall be responsible for the custody and security of the control card and ballot box keys and the security of the voting system.

22.262(2) Configuration choices. The following selections are mandatory for all elections:

a. Reject settings shall be configured as follows:

(1) Return to voters ballots that include one or more overvoted races and blank-voted ballots. Include on the override log the number of times the override option was used for overvoted and blank-voted ballots.

(2) Divert to the write-in ballot bin only ballots with write-in votes.

(3) Do not include reject settings for blank voted races, undervoted races, straight party overvotes, multiparty overvotes or duplicate votes.

b. Tally settings shall be as follows:

(1) The straight party shall be "Exclusive."

(2) The write-in setting shall be "Combined."

22.262(3) Zero totals reports.

a. Long form zero totals reports showing all counters at zero shall be printed following memory card programming, before counting ballots in the Pre-Election Mode and as the ballot reader is opened on election day.

b. The election day zero totals report shall be printed twice. The first copy shall be posted in the polling place for public inspection as required by 721—subrule 22.201(2). The second copy shall remain inside the ballot scanner and form a continuous record of the election with the election results report.

22.262(4) Ballot printing. Although the Diebold Election Systems' GEMS voting system software includes choices for variations in ballot layout, all ballots shall be prepared according to the requirements of Iowa Code sections 43.26 through 43.29 and 49.30 through 49.48. For all elections the voting target shall be an oval printed on the left side of each choice on the ballot.

22.262(5) Preelection testing. All voting equipment shall be tested pursuant to the provisions of Iowa Code section 52.30 and rule 721—22.42(52) and 721—subrule 22.201(2). At the commissioner's discretion, the commissioner may conduct additional tests.

22.262(6) Using AccuVote-OS and AccuVote TSX DRE in the same polling place. After the polls are closed and all ballots have been inserted into the AccuVote-OS scanner, the precinct election officials shall print the results from both devices before transmitting the results by modem. The officials may add the results together and include the combined totals in the tally list.

721—22.263 to 22.339 Reserved.

CENTRAL COUNT SYSTEMS

721—22.340(52) Central count system processing. All central count scanners shall be configured to sort blank ballots and ballots containing marks in write-in vote targets for review by the resolution board. Central count scanners shall not be configured to sort ballots with overvotes. The resolution board shall follow the requirements of 721—subrule 26.2(2). The commissioner shall provide the resolution board with a copy of 721—Chapter 26, "Counting Votes."

721—22.341(52) Counting absentee ballots and provisional ballots. Absentee and provisional ballot results shall be reported as a single precinct as required by subrule 22.102(7). All other procedures for tabulating absentee and provisional ballots shall be performed according to the procedures prescribed for central count systems.

721—22.342(52) Tally list for central count precincts. An abbreviated tally list shall be provided for each precinct.

22.342(1) The tally list shall include a precinct officials’ certificate in substantially the following form:

Precinct Tally List—Precinct Officials’ Certificate

Precinct Name: _____ County, Iowa

Number of valid “Voter’s Declarations of Eligibility” slips signed: _____

Ballot Box seal number: _____

We, the undersigned, Precinct Election Officials of this precinct do hereby certify that the number of valid “Voter’s Declarations of Eligibility” slips listed above represents the total number of persons who cast ballots in this precinct.

After all persons entitled to do so had cast their votes, the ballot box was sealed with the seal number listed above in the presence of all of the precinct election officials.

The sealed ballot container will be delivered to the counting center by:

_____, a member of the _____ political party, and
_____, a member of the _____ political party, both

of whom are officials of this precinct.

Signed by all precinct election officials of this precinct:

Date: ___/___/___ (1) _____ (etc.)

22.342(2) At the counting center, the number of ballots in the ballot box shall be compared to the number of valid signed declarations of eligibility reported on the precinct officials’ certificate. If the number of votes from any precinct differs from the number of valid signed declarations of eligibility, the reason for the difference shall be determined and reported in the tally list for the election.

22.342(3) Write-in votes from each precinct shall be reported on a separate tally sheet which provides columns for the names of offices, the names of persons receiving votes, space to tally the votes received, and a column in which to report the total number of votes cast for each person. In tally lists provided for primary elections, separate pages shall be provided to tally the write-in votes for each political party. Each tally sheet for write-in votes shall be attested to by each member of the resolution board who participated in the count.

22.342(4) The officials at the counting center shall certify the procedures followed at the counting center in substantially the following form:

Counting Center Tally Certificate

_____ County

We, the undersigned officials of the Counting Center for this county, do hereby certify that all ballots delivered from the precincts for this election were tabulated as shown in the attached report. A separate record of the votes cast in each precinct is included.

We further certify that a record of any write-in votes or other votes manually counted pursuant to Iowa Code chapter 52 is included in this Tally List, and that the numbers entered in the column headed “Total Votes” are the correct totals of all votes manually counted by us.

Signed at the Counting Center located at _____
on ___/___/___, ___:___ a.m./p.m.

[signatures of counting center officials] 1. _____ (etc.)

22.342(5) The record generated by the tabulating equipment for each precinct shall be attached to or enclosed with the tally list and shall constitute the official return of the precinct.

721—22.343 to 22.349 Reserved.

721—22.350(52) Election Systems & Software models.

22.350(1) Model 650. The following ballot preparation selections are mandatory for all elections:
a. Maximum number of votes. The following description for each office shall be used: “Vote for no more than xx.” Do not include “vote for” language for public measures or judges.

b. Ballot format. The voting target shall be printed on the left side of the candidate’s name and on the left side of each “yes” and “no” choice for public measures and judges. The voting target shape shall be an oval.

22.350(2) Model 100. The Model 100 precinct count tabulating device may be used to count absentee ballots and provisional ballots.

721—22.351(52) Diebold Election Systems’ AccuVote-OS central count process.

22.351(1) Ballot preparation. The commissioner shall follow the ballot preparation procedures in 721—subrule 22.262(3) prescribed for the system’s precinct count device.

22.351(2) Reserved.

721—22.352 to 22.430 Reserved.

VOTING MACHINES

721—22.431(52) Temporary use of printed ballots in voting machine precincts. The county commissioner of elections shall furnish a supply of printed ballots to each precinct where voting machines, including direct recording electronic machines, are to be used for any election.

22.431(1) Conditions under which paper ballots shall be used. In any precinct in which voting machines are designated as the only method of voting for any election, a paper ballot shall be furnished to any person offering to vote, in addition to those provisions set out in Iowa Code sections 49.81 and 49.90, if:

- a.* A power failure prevents use of the voting machines.
- b.* A malfunction occurs which prevents the use of one or more voting machines.
- c.* It is found that any voting machine has been prepared with all or part of a ballot strip meant for another precinct.
- d.* It is found that the ballot strips for any voting machine have been misprinted.
- e.* Any other condition exists due to a fault of the voting machine or machines which prevents the person or persons offering to vote at that precinct from casting their votes.

22.431(2) The ballots to be furnished by the county commissioner of elections shall be the same as the ballots used in carrying out the provisions of Iowa Code sections 49.81 and 49.90, and voting shall be in accordance with the provisions of the Code relating to paper ballots.

22.431(3) In the event any paper ballots are cast as provided in this rule, the chairperson and one other precinct election official, one of whom shall represent each of the political parties, shall place the folded, voted ballots in a closed container to be kept in a secure manner in a secure place.

22.431(4) Counting the ballots.

a. If the problem is corrected and the voting machine or machines are found to be usable before the voting machine is closed, the two precinct election officials responsible for the security of the paper ballots voted under these rules may open the closed container and record the votes which have been cast on the paper ballots on the voting machine or machines.

b. If it is not possible to record on the voting machine the votes on the printed ballots and the polling place does not have a precinct count optical scan device, the precinct election officials shall manually count the paper ballots in the manner provided in Iowa Code chapter 50 and as required by rule 721—26.61(49).

721—22.432(52) Abandoned ballots. If a voter leaves the voting booth without casting the ballot, the precinct election officials shall cast the ballot without examining the face of the machine. This rule applies to all voting machines listed in 721—subrule 26.2(4).

721—22.433(52) Prohibited uses for direct recording electronic voting machines. No direct recording electronic voting machine shall be used for any of the following purposes:

- 22.433(1)** In-person absentee voting pursuant to Iowa Code section 53.10 or 53.11.
- 22.433(2)** Provisional voting pursuant to Iowa Code section 49.81.
- 22.433(3)** Curbside voting pursuant to Iowa Code section 49.90.

721—22.434(52) Audio ballot preparation. The commissioner shall provide a nonvisual ballot for each election.

22.434(1) Each candidate shall have the opportunity to provide a record of the proper pronunciation of the candidate’s name.

22.434(2) The same voice shall be used to present office titles, candidate names and public measures on the ballot. Instructions to the voter may be recorded using a different voice.

721—22.435 to 22.460 Reserved.

721—22.461(52) MicroVote Absentee Voting System. This system uses a three-piece ballot including a ballot card with a write-in section on the back, ballot guide, and secrecy envelope. The following rules for the use of the MicroVote Absentee Voting System are prescribed.

22.461(1) The ballot card is used by the voter to indicate the voter’s choices. The ballot card has numbered voting targets printed on card stock and is marked with a pencil. Also included on the ballot card is a box marked “For Official Use Only.” This box is used for coding to indicate the precinct and rotation of the ballot, if any. Before being sent to the voter, any numbered stubs shall be removed from the ballot card. Space to receive write-in votes shall be printed on one side of the ballot card. Instructions in substantially the following form shall be printed above the spaces for write-in votes:

“To vote for a person whose name is not printed on the ballot information sheet, darken the numbered rectangle on this ballot card that corresponds with the line on which you wish to write in. Write the person’s name, the office title, and the corresponding number in the space below.

Name _____
 Office _____ Position # _____”

[Similar spaces for at least eleven offices shall be included.]

22.461(2) The ballot guide is a list showing the text of public measures, office titles and candidate names and the voting target numbers to be marked on the ballot card. The order of offices, candidates, public measures and judges shall be determined by the applicable provisions of Iowa Code chapters 43 and 49 and 721—22.102(52). The ballot guide shall include the same code numbers as the appropriate ballot card. The ballot guide shall also include position numbers for write-in votes for each office. The number of write-in positions shall equal the number of persons to be elected to each office.

a. The ballot guide shall include a heading in substantially the following form:

[Election Name] Ballot Guide

[County Name]

Name and Date of Election, and a facsimile of the commissioner's signature.

b. The ballot guide shall include instructions in substantially the following form:

Notice to Voter: In this ballot guide find the position number printed next to the name(s) of the candidate(s) of your choice.

Blacken the rectangle with the same number on the official ballot card. Use only a #2 pencil. To write in a vote for a person whose name is not listed in this guide, blacken the appropriate rectangle on the ballot card, and write the office title and write-in position number and the person's name in the write-in section on the back of the ballot card.

22.461(3) The secrecy envelope is used to conceal the voter's marks. The envelope shall be made of opaque paper and shall be large enough to cover all areas of the ballot card that are used by voters to indicate their choices. The secrecy envelope shall include brief instructions on the outside of the envelope in substantially the following form:

"Secrecy envelope: After you have voted, enclose the ballot card in this envelope."

22.461(4) Write-in votes. To vote for a person whose name is not listed in the ballot guide, the voter shall mark the appropriately numbered write-in voting target for the office on the ballot card and write the office title, position number and person's name in spaces provided on the ballot card.

22.461(5) Tabulation procedures. As the absentee and special precinct board opens the affidavit envelopes containing absentee ballots cast using the MicroVote Absentee Voting System, the board shall remove the secrecy envelopes containing the ballot cards from the affidavit envelope, then remove each ballot card and examine it for write-in votes. Ballot cards containing write-in votes cast at the primary election shall also be labeled with the party name.

The ballot card shall be inspected by two precinct officials, not members of the same political party, who shall determine if the number of votes cast for the office for which the voter has cast a write-in vote exceeds the number of votes allowed for the office. If the total number of votes cast on the ballot card and the number of write-in votes cast do not exceed the allowable number of votes for that office, the ballot card shall be separated from the secrecy envelope and processed. The write-in votes shall be counted as indicated by the voter. If there are more votes cast for an office than the number of positions to be filled, no votes for that office shall be counted.

22.461(6) Precinct election officials shall refer to the following chart to help determine how to tabulate votes cast which do not comply with all instructions.

Tabulation Guide for MicroVote Absentee Voting System

Write-in Vote			Ballot Card Position		Write-in makes office overvoted?	Count write-in vote?	Comments
Office	Pos. #	Name	marked	not marked			
✓	✓	✓	✓		no	yes	1. Preferred method.
✓	✓	✓		✓	no	yes	
✓	✓	✓	✓		yes	no	
✓	✓	✓		✓	yes	no, but ☞	2. Count other votes for that office.
✓	✓	no	✓ or	✓	no	no	3. If there is no name, there is nothing to count.
✓	blank/wrong	✓	✓		no	yes	4. If the office is clearly identifiable.
✓	blank/wrong	✓		✓	no	yes	4. If the office is clearly identifiable.
✓	blank/wrong	✓	✓		yes	no	
✓	blank/wrong	✓		✓	yes	no, but ☞	2. Count other votes for that office.
	✓	✓	✓		no	yes	
	✓	✓		✓	no	yes	
	✓	✓	✓		yes	no	
	✓	✓		✓	yes	no, but ☞	2. Count other votes for that office.
		✓	✓		no	yes ☞	6. If there is only one write-in vote.
		✓	✓		yes	no	
		✓		✓	no	yes ☞	7. If there is only one office on the ballot.

22.461(7) Instructions to the voter shall be enclosed with every absentee ballot in substantially the following form:

STATE OF IOWA

ABSENTEE VOTING INSTRUCTIONS

for use with the MicroVote Absentee Voting System

READ ALL INSTRUCTIONS CAREFULLY BEFORE VOTING!

WARNING: Do not mark, fold or punch your ballot except as outlined in these instructions. If your ballot is not properly marked, your vote cannot be counted.

The main points:

- | | |
|--|--|
| <p>➤ Vote in secrecy; use a #2 pencil.</p> <p>➤ Complete, sign and date the affidavit.</p> <p>➤ Seal the ballot inside the affidavit envelope.</p> | <p>➤ Return the ballot on time:</p> <p>By mail before election day, or</p> <p>Deliver to Auditor by __ p.m. __/__/__.</p> |
|--|--|

YOUR BALLOT PACKET CONTAINS

- “Official Ballot” card (with numbered rectangles and space for write-in votes, if desired).
- Printed paper ballot guide showing offices and candidates (for information only).
- Secrecy envelope to enclose “Official Ballot” card.
- Affidavit envelope.
- Return envelope.

IF YOU SPOIL YOUR BALLOT

- Put the ballot and other materials in return envelope.
- Write “SPOILED BALLOT” on the return envelope.
- Mail or take the entire packet to the auditor. A new packet will be sent to you.

IF YOU NEED HELP TO VOTE

If you are blind, cannot read, or cannot mark your own ballot because you are disabled, you may choose someone to help you vote. However, these people **cannot** help you vote:

- Your employer.
- An agent of your employer.
- An officer or agent of your union.

MARKING YOUR BALLOT

1. **Vote in secrecy.** Mark your ballot so that no one else will know how you voted, unless you need help to vote.
2. **Study the ballot guide carefully before voting on the “Official Ballot” card.** Marks cannot be erased without spoiling the ballot.
3. **Use a #2 pencil.** Marks made by other pens or pencils might not be seen by the machine that counts the votes. Do not use a red pen or red pencil.
4. **Voting for candidates.** After you have decided who you want to vote for, find the position number printed next to the candidate’s name.

position # → 1 CANDIDATE NAME

Then on the “*Official Ballot*” card fill in the rectangle with the same number. For some offices you may vote for more than one person. Watch for instructions under each office title that say, “Vote for no more than ___.”

5. **Write-in votes.** If you want to vote for a person whose name is not listed in the ballot guide:
 - a. Write the office, position number and the name of the person in the space provided on the back of the ballot card, AND
 - b. Mark the appropriately numbered rectangle next to the write-in position following the names of the candidates for the office for which you wish to write in a vote on the “*Official Ballot*” card. Marking a rectangle without writing a name will not spoil the rest of the ballot.
6. **Overvoting.** If you mark more rectangles for an office than the number of people that can be elected, your vote for that office will not be counted.
7. **No extra marks.** Make no marks on the ballot card except the marks you make to vote.

RETURNING YOUR BALLOT

This ballot must be returned to the county auditor even if you don’t vote.

1. **Affidavit.** After marking your ballot card,
 - a. Read the affidavit on the affidavit envelope,
 - b. Fill in all of the information requested, and
 - c. Sign your name.
 - d. Be sure to include today’s date.
- ☛ **Your ballot will not be counted if you don’t complete and sign the affidavit.**
2. **Use the secrecy envelope.** Do not fold the ballot card; place it in the secrecy envelope. Do not return the paper ballot listing offices and candidates.
 3. Put the secrecy envelope containing the ballot card in the affidavit envelope.
 4. **Securely seal the affidavit envelope.** Your ballot will not be counted if the affidavit envelope is not sealed, or if the envelope has been opened and resealed.
 5. Enclose the affidavit envelope in the envelope addressed to the county auditor.
 6. **Postmark before election day.** If you mail your ballot, the envelope must be postmarked no later than the day before the election.

7. Return postage for this ballot is ____.

8. **Personal delivery.** You may also return your ballot in person, or send it back to the auditor with someone you trust. If the ballot is not mailed, it must be received by the auditor no later than ____ p.m. on election day. Do not return the ballot to a polling place; it will not be counted if you do.

IF YOUR BALLOT IS REJECTED BEFORE THE BALLOT ENVELOPE IS OPENED, YOU WILL BE NOTIFIED OF THE REASON.

22.461(8) In addition to the instructions provided above, the following information shall be inserted in the instructions provided to voters at the general election:

a. Voting on questions. To vote in favor of a question, blacken the rectangle with the same number that appears next to the word “YES” in the question listed in the ballot guide. To vote against a question, blacken the rectangle with the same number as the word “NO.”

b. Voting on judges. To vote to keep a judge in office, blacken the rectangle on the ballot card with the same number as the one next to the word “YES” opposite the judge’s name listed in the ballot guide. To vote to remove a judge from office, blacken the rectangle with the same number as the word “NO.”

c. Straight party voting. To vote for all of the candidates of a political party, blacken the rectangle on the ballot card with the same number as the one next to the name of that party. You can override a straight party vote by voting for a candidate of another party. If you can vote for more than one person for an office, you must mark all of your choices if you are splitting your vote between candidates of two or more parties.

This rule is intended to implement Iowa Code section 52.5.

721—22.462(52) Fidlar & Chambers’ Absentee Voting System. Rescinded IAB 10/30/02, effective 1/1/03.

721—22.463(52) Election Systems & Software iVotronic.

22.463(1) Programming.

a. The version of the iVotronic certified for use in Iowa does not include the voter-reviewable ballot record printing option. The commissioner shall not enable this option.

b. At least one iVotronic used in each polling place shall be prepared for audio ballot use.

22.463(2) Instructions for write-in votes for paired offices. The following instructions shall be included:

a. To write in a vote for President and Vice President, print the name of your choice for President first, followed by the name of your choice for Vice President.

b. To write in a vote for Governor and Lieutenant Governor, print the name of your choice for Governor first, followed by the name of your choice for Lieutenant Governor.

22.463(3) Automated tests insufficient. Automated tests included in the iVotronic system are not sufficient for preelection testing. The testing procedure prescribed in rule 22.39(52) shall be used in place of or in addition to the automated logic and accuracy test.

721—22.464(52) Diebold Election Systems AccuVote TSX DRE.

22.464(1) Voter access cards.

a. Devices available. There are three devices available to program the access cards necessary for voters to use the AccuVote TSX DRE.

(1) Voter Card Encoder is a small device designed for use at polling places. The Voter Card Encoder shall be attached to a lanyard and shall be worn at all times during the hours the polls are open by the precinct election official responsible for issuing voter access cards.

(2) VC Programmer is best suited for early voting, a process not authorized in Iowa law.

(3) The Electronic Pollbook has been approved for use in Iowa as a voter access card-encoding feature. It has not been tested with the Iowa voter registration system. The precinct election register features do not necessarily conform to Iowa law.

b. Security. Only the precinct election official assigned to issue voter access cards shall operate the access card-encoding device.

(1) The precinct election official shall receive a declaration of eligibility from the voter before issuing a voter access card.

(2) The precinct official shall program a voter access card when the voter who will use it is ready to vote and a voting machine is available.

(3) The official shall not program a voter access card before a voter is ready to use it.

22.464(2) Ballots. The AccuVote TSX DRE is designed to provide both visual and nonvisual ballots.

a. Visual. The commissioner shall prepare each AccuVote TSX DRE so that the voter does not need to view more than one screen to see all of the information and choices for any office or public measure. More than one office or public measure may be included on the same screen.

b. The Visually Impaired Ballot Station (VIBS) audio ballot feature of the AccuVote TSX DRE shall be prepared for each election.

22.464(3) Machine preparation options. The following settings shall be made for each election in which the AccuVote TSX DRE is used.

a. The commissioner shall not enable the following options:

(1) One Click Vote. When this option is enabled, the AccuVote TSX DRE automatically cancels all of the choices made by a voter for an office if the voter selects more than the maximum number of candidates permitted.

(2) Hide Instruction Page. When this option is enabled, the AccuVote TSX DRE does not display instructions for voting.

(3) Hide Summary Page. When this option is enabled, the AccuVote TSX DRE does not display the summary of the voter's choices after the voter has marked the last item on the ballot.

(4) Hide Jump Buttons. When this option is enabled, the AccuVote TSX DRE does not display the selection buttons that permit the voter to view instructions and the summary of choices made.

(5) VIBS Play All Candidates. When this option is enabled, the AccuVote TSX DRE audio ballot feature plays all of the choices for each office before the voter may select another office.

(6) Pollworker Audio. When this option is enabled, the AccuVote TSX DRE plays a tone to alert precinct election officials when the device is ready for a voter to make choices and again when the voter has completed voting and cast the ballot.

b. The commissioner shall enable the following options:

(1) Confirm Ballot. When this option is enabled, the AccuVote TSX DRE prompts the voter to review choices before casting the ballot.

(2) VIBS Race Keys. When this option is enabled, the voter may move to the next race or the previous one without hearing all choices for the race currently displayed.

(3) Warn Undervotes. When this option is enabled, the AccuVote TSX DRE warns the audio ballot user when the voter has made fewer than the maximum number of choices permitted for an office.

22.464(4) AccuView Printer Module (AVPM). The commissioner may use this optional feature. Iowa law neither prohibits nor permits its use. The commissioner shall not provide to a recount board any information stored in the AVPM printer module canister.

a. The commissioner shall not enable the following options:

(1) Print Candidate IDs. When this option is enabled, the AVPM record will include identification numbers assigned to candidates in the ballot preparation process.

(2) Print Bar Codes. When this option is enabled, the AVPM ballot image tape will include bar codes for each choice made by the voter.

(3) Bar Code with Write-Ins. When this option is enabled, the AVPM ballot image tape will include bar codes for write-in votes.

b. The AVPM ballot image tape shall be printed separately from the official record of the zero totals report and the official election results. The official reports shall document the date and time when the report is printed and the serial number of the tabulating machine.

c. AccuView ballot images are not official ballots. They shall not be used in a recount.

d. Label.

(1) The commissioner shall provide a removable label for the AVPM canister. The label shall conform to substantially the following form:

Canister ____ of ____ [numbers to be entered after polls close]

AVPM Roll Canister for _____ Election held on _____

in _____ Precinct in _____ County, Iowa

Installed by: _____

Date: _____ Time: _____

Removed by:

(D) _____

(R) _____

Date: _____ Time: _____

Canister serial #: _____ Lock/Seal #: _____

Number of voters: _____

(2) If it is necessary to replace the paper in the AVPM during the hours the polls are open on election day, two election officials, one from each party, shall replace the paper. They shall not examine the tape. The label showing when the depleted paper tape was installed shall be removed from the canister and shall be used to mark the envelope or other container used to store the paper roll. This container shall be sealed. A new label shall be applied to the canister showing who installed the new paper roll and the date and time. Each official shall sign the new label on the canister.

e. After the polls close on election day, the precinct election officials shall remove the paper roll from each canister containing ballot images recorded during the election by following the procedure described in paragraph “d,” above. The sealed paper rolls shall be stored for 22 months after federal elections and for 6 months after all other elections. After the retention period has passed, the tapes shall be destroyed without opening the envelope or other container.

721—22.465 to 22.499 Reserved.

721—22.500(52) Blended systems. When the commissioner orders the use of precinct count optical scan and direct recording electronic voting machines in the same precinct, both components of the blended system shall be certified as part of the same voting system.

22.500(1) Accessible device. At least one of the two components shall be accessible to persons with disabilities. However, any voter may use the accessible device whether or not the person is disabled.

22.500(2) Encouraged use. Precinct election officials shall encourage the use of both components to protect the secrecy of all ballots. A single ballot cast on a voting device is not a secret ballot.

22.500(3) Combining totals. If the two devices cannot produce a single, combined report of the results of the precinct, the precinct officials shall add the totals from both devices together at the polls on election night. Precinct officials may transmit the totals electronically in a separate report for each device. The commissioner shall combine the totals for each precinct before releasing any unofficial reports.

These rules are intended to implement Iowa Code chapter 52.

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